

To: Rourk, Alexis[Rourk.Alexis@epa.gov]; [Ex. 6 - Personal Privacy]; Kasman, Mark[Kasman.Mark@epa.gov]

Cc:

[Ex. 6 - Personal Privacy]; Phillips, Anna[Phillips.Anna@epa.gov]; [Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy] Besch, Brianna[besch.brianna@epa.gov]; [Ex. 6 - Personal Privacy]

From: [Ex. 6 - Personal Privacy]

Sent: Fri 5/26/2017 12:57:00 PM

Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx
G7 FORM SAVOIA HOTEL.DOCX
TOWER HOTEL CC Authorization form.pdf

Sorry forgot to attach the credit card authorization forms for each hotel.

Each person from the delegation will have to fill out the form and send it back to me so I can forward it to the two hotels

Thank you

[Ex. 6 - Personal Privacy]

Privacy/PII

This email is UNCLASSIFIED.

From: [Ex. 6 - Personal Privacy]

Sent: Friday, May 26, 2017 2:54 PM

To: Alexis Rourk; [Ex. 6 - Personal Privacy] Kasman, Mark

Cc: [Ex. 6 - Personal Privacy] Phillips, Anna; [Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy] Besch, Brianna; [Ex. 6 - Personal Privacy]

Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Hi all, just want to recap the hotel reservations in terms of names and nights, both for Rome and Bologna.

ROME – HOTEL REGINA BAGLIONI

I have attached your last buildup and I have :

4 Rooms – checking in on the 30th May(actual arrival on the 31st) and out on the 10th of June

1 Room – checking in on the 30th of May (actual arrival on the 31st) and out on the 13th of June

9 Rooms – checking in on the 5th of June (actual arrival on the 6th) and out on the 13th of June

10 Rooms – checking in on the 12th of June for 1 night only (can you please confirm check out time)

I have credit cards for everybody

BOLOGNA – HOTEL SAVOY Regency

I have attached your last buildup and I have :

1 Room – for the VIP – complimentary

3 Rooms (Jackson , Nishida, Lincoln , **Ex. 7(c)**) – checking in on the 10th and out on the 12th

BOLOGNA – HOTEL B.W. TOWERS

I have attached your last buildup and I have :

17 Rooms – different dates (please double check the attachment , just to make sure I got it right ☺)

For the Embassy staff I will issue a PO (for the cost of the room and city tax) , extras will be charged to each individual credit card.

Please let me know if it looks goo

Thank you

Ex. 6 - Personal Privacy

Privacy/PII

This email is UNCLASSIFIED.

From: Rourk, Alexis [mailto:Rourk.Alexis@epa.gov]

Sent: Thursday, May 25, 2017 2:38 PM

To: Ex. 6 - Personal Privacy; Kasman, Mark

Cc: Ex. 6 - Personal Privacy; Phillips, Anna; Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy; Besch, Brianna

Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Thanks Ex. 6 - Personal Privacy, the two changes to your sheet that I am aware of are that Ex. 7(c) needs the Bologna hotel beginning on June 5, and that an early check in is requested for Hodayah Finman.

Mark/Anna, just double-checking that Kevin C. and Milan Hupp are indeed still leaving Italy straight from Bologna on 6/13. I know some were making changes up until yesterday and I've not been in contact with them directly on this.

Best,

Alexis

Alexis Rourk

Global Affairs and Policy

Office of International and Tribal Affairs

(202) 564-3179 1 Rourk.Alexis@epa.gov

U.S. Environmental Protection Agency

<http://www2.epa.gov/international-cooperation>

From: [Ex. 6 - Personal Privacy]

Sent: Thursday, May 25, 2017 6:07 AM

To: [Ex. 6 - Personal Privacy]; Kasman, Mark <Kasman.Mark@epa.gov>; Rourk, Alexis <Rourk.Alexis@epa.gov>

Cc: [Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy]

Phillips, Anna <Phillips.Anna@epa.gov>

[Ex. 6 - Personal Privacy]

Ex. 6 - Personal Privacy

Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Hi all, based on yesterday emails, I have made an update.

Please confirm that this is what I should send to the hotel tomorrow.

Thank you

[Ex. 6 - Personal Privacy]

SBU

This email is UNCLASSIFIED.

From: [Ex. 6 - Personal Privacy]

Sent: Wednesday, May 24, 2017 2:50 PM

To: [Ex. 6 - Personal Privacy] Kasman, Mark; Alexis Rourk

Cc: [Ex. 6 - Personal Privacy] Phillips, Anna; [Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy]

Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Hi all, going through the credit card list and if I have the attachment correct of who is going to Bologna with dates (please double check) , I am only missing Finman's .

Let me give you the cancellation policy for both hotels:

HOTEL SAVOIA REGENCY:

Cancellation Policy:

Between May 22nd and May 31st 2017: the full price for the nights of June 10th and June 11th will be charged by the hotel. **After June 1st 2017:** the cancellation fee will equal the total amount for the stay. Any early departure will be regarded as a No – Show and will therefore bear a 100% penalty fee for any of unused night(s).

HOTEL TOWER BEST WESTER PLUS

Cancellation Policy:

Up to 10 days prior arrival no cancellation fee charge . From 9 days prior each arrival 100% penalty fee will be charge.

Let me know if all looks good.

[Ex. 6 - Personal Privacy], let me know how you are working for the local staff (LES and USA Direct Hires).

Thank you

[Ex. 6 - Personal Privacy]

Official

UNCLASSIFIED

From: [Ex. 6 - Personal Privacy]
Sent: Wednesday, May 24, 2017 2:20 PM
To: Kasman, Mark; [Ex. 6 - Personal Privacy] Alexis Rourk
Cc: [Ex. 6 - Personal Privacy]; Phillips, Anna; [Ex. 6 - Personal Privacy]
Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Mark,

Sorry for the silent treatment, everybody is just returning from POTUS meet and greet. I do not believe the hotels can hold rooms from fund cite. For those that did not provide a credit card, it would help to secure their personal one. The cards are to hold the rooms only. Once they check-out they can provide a different card of their choice.

[Ex. 6 - Personal Privacy] - Correct me if wrong.

V/R

Ex. 6 - Personal Privacy

Official

UNCLASSIFIED

From: Kasman, Mark [mailto:Kasman.Mark@epa.gov]

Sent: Wednesday, May 24, 2017 1:56 PM

To: [Ex. 6 - Personal Privacy] Alexis Rourk

Cc: [Ex. 6 - Personal Privacy]; Phillips, Anna; [Ex. 6 - Personal Privacy]

Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Ex. 6 - Personal Privacy

Ok. This attachment now includes Mandy's credit card.

I believe that we are only missing Ryan and Kevin.

Mark

From: Kasman, Mark

Sent: Wednesday, May 24, 2017 6:27 AM

To: [Ex. 6 - Personal Privacy]; Rourk, Alexis
<Rourk.Alexis@epa.gov>

Cc: [Ex. 6 - Personal Privacy]; Phillips, Anna <Phillips.Anna@epa.gov>; [Ex. 6 - Personal Privacy]

Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

This is the consolidated list of what I have sent you so far. We should have Mandy's credit card later today, but if you need to go ahead with everything else this afternoon, use these cards and charge the rest to the fund cite. You can do so using the hotel cancellation line item.

Mark

From: Ex. 6 - Personal Privacy

Sent: Wednesday, May 24, 2017 5:24 AM

To: Ex. 6 - Personal Privacy Rourk, Alexis <Rourk.Alexis@epa.gov>

Cc: Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy Kasman, Mark <Kasman.Mark@epa.gov>; Phillips, Anna <Phillips.Anna@epa.gov>;

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Hi [redacted], this is what I got from Mark .

And I still have missing cards for Rome too...

Thank you

Ex. 6 - Personal Privacy

Official

UNCLASSIFIED

From: [Ex. 6 - Personal Privacy]
Sent: Wednesday, May 24, 2017 9:45 AM
To: [Ex. 6 - Personal Privacy]; Alexis Rourk
Cc: [Ex. 6 - Personal Privacy]; Kasman, Mark; Phillips, Anna; [Ex. 6 - Personal Privacy]
[Ex. 6 - Personal Privacy]
Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

[Ex. 6 - Personal Privacy]

Can we get a list of the people you do not have a credit card from?

V/R

[Ex. 6 - Personal Privacy]

Official

UNCLASSIFIED

From: [Ex. 6 - Personal Privacy]
Sent: Wednesday, May 24, 2017 9:43 AM
To: Alexis Rourk; [Ex. 6 - Personal Privacy]
Cc: [Ex. 6 - Personal Privacy]; Kasman, Mark; [Ex. 6 - Personal Privacy]
[Ex. 6 - Personal Privacy]
Subject: RE: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Hi all.

I will adjust the request.

My concern is the time limit with the hotel.

I will need credit cards for the advance and delegation. I have almost everybody but missing some, as I need to commit by tomorrow.

I have asked to give us at least until Friday and what type of cancellation fee there will be once committed , in case of changes or cancellation.

Caron, we need to talk about the Embassy people in support.

Thank you

Ex. 6 - Personal Privacy

Privacy/PII

This email is UNCLASSIFIED.

From: Rourk, Alexis [<mailto:Rourk.Alexis@epa.gov>]

Sent: Tuesday, May 23, 2017 10:35 PM

To: Ex. 6 - Personal Privacy

Cc: Ex. 6 - Personal Privacy Kasman, Mark; Phillips, Anna

Subject: 5/23 UPDATE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Hi Everyone,

Here is an updated spreadsheet with the info received today. Please note we now have dates for Amanda Gunasekera and incorporated changes for others whose names are highlighted.

Please feel free to get in touch with questions.

Best,

Alexis

Alexis Rourk

Global Affairs and Policy

Office of International and Tribal Affairs

(202) 564-3179 | Rourk.Alexis@epa.gov

U.S. Environmental Protection Agency

<http://www2.epa.gov/international-cooperation>

From: [REDACTED] **Ex. 6 - Personal Privacy**

Sent: Tuesday, May 23, 2017 7:02 AM

To: [REDACTED] **Ex. 6 - Personal Privacy**; Rourk, Alexis <Rourk.Alexis@epa.gov>

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A

Ex. 6 - Personal Privacy

Subject: RE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

Importance: High

Quick update: [REDACTED] **Ex. 7(c)** will not go to Bologna. He will stay in Rome for the entire visit 5/31/2017 – 6/13/2017.

[REDACTED] **Ex. 6 - Personal Privacy** – This would mean we need those extra hotel nights for [REDACTED] **Ex. 7(c)**

V/R

[Ex. 6 - Personal Privacy]

Official

UNCLASSIFIED

From: [Ex. 6 - Personal Privacy]
Sent: Tuesday, May 23, 2017 12:08 PM
To: [Ex. 6 - Personal Privacy]
Cc: [Ex. 6 - Personal Privacy]
Subject: RE: INTERNAL U.S. Delegation List_No Passport Info.xlsx

[Ex. 6 - Personal Privacy] thank you.

I adjusted , taking away some comments, and sent it to the agency.

As soon as they answer back I will let you know

[Ex. 6 - Personal Privacy]

Official

UNCLASSIFIED

From: [Ex. 6 - Personal Privacy]
Sent: Tuesday, May 23, 2017 8:26 AM
To: [Ex. 6 - Personal Privacy]
Cc: [Ex. 6 - Personal Privacy]
Subject: INTERNAL U.S. Delegation List_No Passport Info.xlsx

[Ex. 6 - Personal Privacy]

Please let me know if this helps!

V/R



Official

UNCLASSIFIED